

CENTRAL INTELLIGENCE GROUP

## RECRUITMENT REQUEST

22 January 1951

IT IS REQUESTED THAT THE PERSONNEL DIVISION FURNISH THIS OFFICE WITH LISTS OF ELIGIBLES  
FOR THE POSITION(S) INDICATED BELOW:

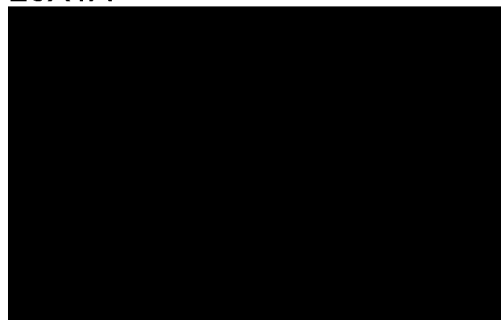
ORGANIZATION	POSITION
OFFICE <b>General Counsel</b>	TITLE <b>Clerk-typist</b>
BRANCH	GRADE <b>GS-3</b>
DIVISION	SALARY <b>\$2,650.00</b>
SECTION	NUMBER DESIRED
OFFICIAL STATION <b>Washington, D. C.</b>	<b>One</b>

## DESCRIPTION OF DUTIES: (COMPLETE)

Maintain log of incoming and outgoing mail.  
Control routing of mail within the General Counsel's Office.  
Maintain Law Library - follow-up on items ordered and indexing  
Serve as Time and Attendance Clerk.

## SPECIAL QUALIFICATIONS DESIRED: (EDUCATION, LANGUAGES, EXPERIENCE, RESIDENCE ABROAD, ETC.)

25X1A



## POSSIBLE CANDIDATES: (IF ANY)

NAME	NAME
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SIGNATURE (REQUESTING OFFICIAL)

**GENERAL COUNSEL**

TITLE